Department of State
Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity (NOFO):
FY 2023 International Visitor Leadership Program
Announcement Type: New Cooperative Agreement
Funding Opportunity Number: SFOP0008949
Assistance Listing (formerly CFDA) Number: 19.402
Key Date/Application Deadline: July 18, 2022

Executive Summary:

The United States Department of State's Bureau of Educational Cultural Affairs' Office of International Visitor's (ECA/PE/V) announces an open competition for up to four cooperative agreements to support the staff expenses and overhead costs of the FY 2023 International Visitor Leadership Program (IVLP). Launched in 1940, the IVLP is a professional exchange program that seeks to build mutual understanding between the United States and other nations through carefully designed short-term visits to the U.S. for current and emerging leaders. These visits support U.S. foreign policy goals and reflect the participants' professional interests.

Only *one* proposal will be considered by ECA from each applicant organization. In cases where more than one submission from an applicant appears in grants.gov, ECA will *only* consider the submission made closest in time to the NOFO deadline; that submission would constitute the one and only proposal ECA would review from that applicant. It is the ECA's intent to award up to four cooperative agreements in FY 2023 for a total of approximately $6,420,000, pending the availability of FY 2023 funding, plus two non-competitive continuations. Please see section B.) Federal Award Information below for additional details.

A. Program Description:

Overall grant-making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

A project is defined as a short-term visit of emerging leaders to the United States (in-person or virtual) on varied themes based on U.S. foreign policy goals. International participants are nominated and selected by U.S. Missions and approved by ECA/PE/V. Participant numbers vary based on the type of project; for more information reference the glossary on page 26.

Purpose:
As the U.S. Department of State's premier professional exchange program, the International Visitor Leadership Program (IVLP), supports U.S. foreign policy goals and helps strengthen U.S. engagement with countries around the world. Through carefully designed projects, the IVLP provides current and emerging foreign leaders with firsthand knowledge of U.S. society, culture, and politics. In turn, Americans at all levels in communities across the United States have valuable opportunities to engage directly with these leaders and foster lasting relationships. IVLP participants are current or potential leaders in government, politics, media, education,

science, non-government organizations, the arts, and other disciplines. They are nominated by officers at U.S. embassies overseas, approved by ECA/PE/V staff in Washington, D.C., and generally have little or no significant prior exposure to the United States. Since the IVLP's inception in 1940, more than 225,000 foreign leaders have participated in the program. More than 500 program alumni subsequently became chiefs of state or heads of government in their home countries.

All award recipients will develop professionally substantive and highly customized projects that offer participants a well-balanced, well-paced, and varied experience in the United States.

The number of participants in each project and the length of the project will not be known to the award recipient until assignments have been completed by ECA/PE/V, following the announcement of the assistance awards. The IVLP averages 622 projects and approximately 5,000 participants each year. It is the intent of the ECA/PE/V to allocate the FY 2023 projects to award recipients based on the review criteria outlined in this NOFO in Section E.1. The goals and objectives for each specific IVLP project will be shared with the award recipients as they are assigned.

Award recipients will work closely with the responsible ECA/PE/V Program Officer throughout the development, implementation, and evaluation of each assigned IVLP project.

Each project focuses on a substantive theme. Some typical IVLP projects themes are: border security; counterterrorism; democracy and human rights; economic and business development; education; sustainable development; government transparency and freedom of information; international crime; media; rule of law; science and technology; diversity, equity, inclusion, and accessibility; U.S. foreign policy; women's empowerment; and U.S. government and political systems; however, themes can change based on changes in U.S. foreign policy priorities during the period of performance.

A.1 Recipient Responsibilities:

1. Planning, organizing, and administering projects that can include travel, observation, consultation, study, or practical experience for participants from countries throughout the world. Participants are selected by the DOS and projects are assigned to award recipients by ECA/PE/V.

2. Developing the full range of projects (including IVLP, IVLP On Demand, and Global Government-to-Government Partnership (G3P) and all project sizes). Projects can be as small as one person on an individual project but can also include a number of large Multi-Regional Projects that typically include 20-30 participants from around the world. Each project focuses on a substantive theme. Some typical IVLP project themes are: agriculture; border security; counterterrorism; democracy and human rights; economic and business development; education; sustainable development; government transparency and freedom of information; international crime; media; rule of law; science and technology; U.S. foreign policy; diversity, equity, inclusion, and accessibility; and U.S. government and political systems. Themes can change based on changes in U.S. foreign policy priorities during the period of performance. Project themes and foreign policy objectives will be pre-determined by the DOS prior to assignment of the project to the award recipient, and all award recipients are expected to have the capacity to develop applicable projects on all themes.

3. Designing the itinerary for projects, typically two to 21-days in length, and ensuring that each project itinerary highlights the geographic and demographic diversity of the United States. Balance and

diversity should be reflected not only in the diverse itinerary but also in the range of opinions and perspectives to which participants are exposed; the professional backgrounds of interlocutors; the ethnic, socio-economic, religious, and age diversity of the American people with whom participants meet; and other factors which may be of relevance to the particular subject or participant(s) for whom programming is being arranged. "Diversity" should be interpreted in the broadest sense and encompasses differences including race, color, national origin, sex, age, religion, geographic origin, socio-economic status, disability, sexual orientation, or gender identity. Proposals should demonstrate how diversity will enhance the program's goals and objectives and improve the participants' exchange experience.

4. Planning and implementing the Washington, D.C. metropolitan area portion of all projects (including appropriate and relevant appointments, site visits, and social/cultural experiences), assuming that the majority of projects will commence in Washington, D.C. The Washington, D.C. program should include a short project orientation with an overview of the project theme and related issues, a central examination of federal policies regarding the theme and a federalism briefing. Group projects should allow sufficient time for participants to interact informally and develop connections within the group setting. Award recipients are responsible for securing all appointments for the Washington, D.C. portion of the project unless otherwise specified; however, appointments at many federal agencies require DOS interaction to ensure appropriate support.

5. Developing project plans and itineraries which include visits to three to five regionally diverse communities including a combination of urban and rural areas. Overseeing the development of local programming in cities throughout the U.S., working with Global Ties U.S. affiliates in communities where they exist. If no Global Ties U.S. affiliate is designated to cover a community deemed vital for the success of the project, the award recipient may work with another local community organization to arrange appropriate programming. The award recipient must contact local organizations to discuss project themes, the availability of project dates, local resources, and all project logistics. The award recipient is responsible for coordinating the participants' overall project activities within and among the local community organizations and for monitoring the quality of programming throughout the project.

6. Working closely with a ECA/PE/V Project Manager for each project. The ECA/PE/V Project Manager exercises final authority to approve the project design, pace, itinerary, and budget expenditures within the parameters of current guidelines.

7. Working with Interpreters and International Visitor Liaisons (I/Ls) to enhance the participants' experiences. The ECA/PE/V Project Manager arranges for the services of I/Ls, through the Office of Language Services, on a contractual basis for most IVLP projects. The award recipient is required to brief these contractors on project goals and design when they are assigned to a project and to work with them to ensure successful implementation of the project. In the event that an I/L is not available through the Office of Language Services it is the responsibility of the award recipient to procure I/Ls following their internal procurement procedures.

8. Carrying out all administrative, logistical, and reporting responsibilities, as established by the assistance award, and following all relevant federal guidelines and circulars. Coordinating with Global Ties U.S. local affiliates to manage project meeting requests, cultural activities, local hotels, transportation arrangements, and other details to ensure smooth implementation of each project.

9. For each project, preparing project proposals and estimated budgets for project related

expenses. Proposals shall be submitted to ECA/PE/V for approval by the due dates established by ECA/PE/V and found in the IVLP Standard Operating Procedures (SOPs). The Award recipients will receive a copy of the SOPs upon request. Proposals should present the goals, objectives, and program plans for the project and must include thematic goals for each proposed city. Budget information should be submitted based on current IVLP SOPs. Upon receiving the approval from ECA/PE/V, the award recipient may incur expenses up to the amount authorized in the project assignment for that specific project.

10. Creating and distributing copies of the program books, related local sponsor program schedules, reports or comments, letters, press coverage, social media content and other materials to the ECA/PE/V Project Manager, in accordance with the IVLP SOPs. Potential or scheduled local press coverage must be shared with the ECA/PE/V Project Manager as far in advance as possible.

11. Coordinating domestic travel plans, securing tickets for domestic travel, arranging ground transportation, and making hotel arrangements for IVLP participants and I/Ls. Arranging all travel under the Agreement through DOS's Travel Management Center, Carlson Wagonlit Government Travel (or other designated provider), and ensuring proper billing as outlined by ECA/PE/V. Funds will be obligated in ECA and paid directly by DOS for participant and Interpreter/International Visitor Liaison (I/L) travel in direct support of projects under this Agreement. In most cases, DOS will arrange international transportation for participants assigned to the award recipient. In limited situations the award recipient may be asked to purchase international tickets for participants.

12. Managing funds and disbursing per diem payments to IVLP participants and I/Ls according to federal regulations and current IVLP SOPs. Maintaining accounting control over the funds provided by this award with proper documentation, including invoices, receipts, etc. that adequately substantiates all payments charged to this award. All transactions related to this award must be identifiable as part of this award in the recipient's accounting system. Lack of such documentation could result in disallowed charges under this award.

13. A maximum of one working meal may be authorized per group project. A second working meal may be authorized in extenuating circumstances, in which case prior written approval must be obtained in writing from ECA/PE/V per current IVLP SOPs. The award recipients should negotiate a fixed price per person not to exceed $45 for working meals. Working meals require a per diem deduction. The number of invited guests shall not exceed participants by more than a factor of two-to-one (excluding I/Ls from this ratio).

14. Eligible participants will be automatically enrolled in the DOS-sponsored ASPE (Accident and Sickness Program for Exchanges) accident and sickness coverage. Award recipients will provide current ASPE materials and identification letters to each covered participant. The ASPE information shall be available to the award recipient through a web portal. Award recipients will handle emergency situations (medical or other) that may arise during a project in collaboration with the ECA/PE/V team, and when necessary, assist with claim resolution.

15. Maintaining office technology capable of exchanging information electronically with all partners involved in the IVLP. To facilitate communication the award recipient must ensure that all staff members use the IVLP database, currently the IVLP Resource Center (IVRC) application, to its fullest capacity. The award recipients should generate program books from the IVRC application based on information entered in the system.

16. Preparing program books and other supporting documents (e.g. bios, and welcome packet information) for participants in each project according to the guidance outlined in the IVLP SOPs.

17. Facilitating the program opening session with the ECA/PE/V Project Manager to discuss the programmatic, logistical, and administrative aspects of each project ensuring that all project opening topics are addressed. Closely monitoring the progress of the project as it unfolds through frequent consultation with the ECA/PE/V Project Manager, I/Ls traveling with participants, and the Global Ties U.S. local affiliates. Adjusting the project as necessary to meet requested changes and to ensure project is meeting its stated goals and objectives.

18. Obtaining written approval from ECA/PE/V for any out-of-town travel required for any project. Evaluations are planned and implemented in conjunction with ECA/PE/V. Per diem calculations for award recipient staff are to be based on current GSA guidelines.

19. Determining any reasonable accommodation requirements and procuring appropriate services for participants while balancing the needs of the U.S government with the needs of the participant.

20. Making every effort to use vendors properly procured on behalf of the IVLP (e.g. hotels, ground transportation, etc.). If there are no approved vendors identified, then the award recipient shall be responsible for procuring the necessary services using their internal procurement procedures. Applicants must have the ability to implement a direct billing payment system with hotels in the Washington, D.C. metropolitan area and across the United States for all IVLP projects.

21. Creating a social media plan for relevant projects to increase the multiplier impact and to enhance the overall goals of the program. Additionally, proposals must include a detailed description of the organization's social media strategy, highlighting efforts to use social media to enhance the goals of the IVLP. The recipient is required to follow current ECA/PE/V social media guidance and coordinate with the relevant ECA/PE/V Project Manager or Strategic Communications Manager on all social media engagement.

22. Organizations submitting proposals should highlight their capacity for virtual programming. This could be a virtual component that comes before, during, or after an in-person component. Or it could be an entirely virtual project.

23. Adhering to the requirements in [ECA's Communication Guidance](#) on the creation of program branding and attribution, websites, social media, and press.

24. Complying with all applicable tax treaties and federal, state, and local laws on tax withholding and reporting for all foreign participants funded under this award.

25. Actively monitoring internal information systems to ensure a secure exchange of data. Recipient should address its organization's plans to minimize exposure to computer viruses, identify the software protection it uses, the frequency of its normal updates, and outline contingency plans should its computer system become infected with a harmful computer virus. DOS award recipients are also responsible for informing their sub-grantees of these requirements. The inability to process information in accordance with federal requirements could result in a requirement to return funds that have not been accounted for properly.

Guidelines: Prospective award recipients should demonstrate their potential to develop projects with the following characteristics**.**

1. Projects must contain applicable meetings presented by experts which focus on foreign policy goals and project objectives. Meetings, site visits, and other activities should promote dialogue between participants and their U.S. professional counterparts. Projects must show the diverse viewpoints on the thematic topic.

2. Most projects will be 21 days in length, and most will begin in Washington, D.C., with a program opening designed to provide an overview of the issue and a central examination of federal policies regarding the issue. Well-paced itineraries for each project usually include visits to three to five communities that are part of the Global Ties U.S. network. Project itineraries should provide opportunities for participants to experience the diversity of American society and culture as appropriate to the project theme.

3. Projects should provide opportunities for the participants to share a meal or similar experience (home hospitality) in the homes of Americans of diverse occupational, age, gender, and ethnic groups. Some individual and group projects might include an opportunity for an overnight stay (homestay) in an American home.

4. Projects should provide opportunities for participants to address student, civic and professional groups in relaxed and informal settings.

5. Participants should have appropriate opportunities for site visits and hands-on experiences that are relevant to project themes. The award recipient may propose professional "shadowing" experiences with U.S. professional colleagues for some projects (a typical shadowing experience means spending a half- or full workday with a professional counterpart).

6. Projects should also allow time for participants to reflect on their experiences and share observations with project colleagues.

7. All award recipients must utilize the affiliate Community Based Members (CBMs) of Global Ties U.S. when building project itineraries. If no Global Ties U.S. affiliate is designated to program in a community deemed vital for the success of the project, the award recipient may work with other local organizations in the community to arrange appropriate programming.

All communications should be with the designated ECA offices as follows:
- Program Administration – Bureau of Educational and Cultural Affairs, Office of International Visitors (ECA/PE/V)
- Bureau of Educational and Cultural Affairs, Grants Division, ECA/EX/G.

Program -Specific Guidelines:

The scope of work and most award recipient responsibilities are common across all types of IVLP projects; however, there are some important variations in the planning procedures and cycles of each type of project. Proposals should address how the applicant will ensure that staff members adhere to current guidelines as clarified in the most recent IVLP SOPs.

Individual Programs, IVLP Division
ECA/PE/V's geographic branches occasionally manage Individual IVLP projects. Individual projects are initiated by the overseas missions, which provide biographical information and substantive program suggestions. Most individual projects will last 21 days.

The award recipient's work begins after the project has been assigned with a consultative conversation with the ECA/PE/V Project Manager in charge of the national program. These discussions take place several weeks prior to the participants' arrival (planning for some projects begins much earlier based on the theme and requirements for meetings with other federal agencies). During this planning phase, the ECA/PE/V Project Manager and the award recipient team discuss the overall foreign policy goals and objectives, begin to outline the Washington, D.C. appointments, and develop a preliminary U.S. itinerary, which normally includes travel to three to four communities. The award recipient will contact the selected Global Ties U.S. community-based members to discuss the availability of program resources to carry out the themes planned for each city and to determine whether the projected dates for the project are feasible. Following consultations, the award recipient will submit to ECA/PE/V a proposed project outline that meets the current IVLP SOPs and includes, at a minimum, the proposed cities, dates, themes, and some resources for each section of the national program. The ECA/PE/V Project Manager will share the proposed plan with the U.S. mission and receive feedback.

The ECA/PE/V Project Manager must receive a draft of the entire program book, including complete details of the Washington, D.C. (or other first city) program and a calendar outline of the national program three business days before the project opening. The final program book is due shortly before the project opening, in accordance with the deadlines indicated in the IVLP Standard Operating Procedures.

ECA/PE/V Project Managers will discuss deadlines in the first conversation about the project. Following the program opening session, the award recipient is responsible for finalizing the national itinerary, logistics, and program details in coordination with the local sponsors. The final program book should be developed following the IVLP SOPs.

In some cases, the program team may meet with the participant on the last day of the Washington, D.C. program to evaluate the initial appointments and review the final program book.

Individuals Traveling Together (ITT), IVLP Division

ITTs are projects for two to three individuals from the same country or region who share common professional interests. As with Individual projects, ITTs are initiated by the overseas missions, which provide biographic information and substantive program suggestions.

The project development and implementation of an ITT is similar to the Individual project. The award recipient will contact the selected Global Ties U.S. community-based members to discuss the availability of program resources to carry out the themes planned for each city and to determine whether the projected dates for the project are feasible. Shortly following the consultation with the ECA/PE/V Project Manager, the award recipient's Project Manager submits the draft project outline including proposed cities, dates, themes, and some suggested program resources. The ECA/PE/V Project Manager, in consultation with the nominating mission, reviews the proposed outline. After the outline is approved or amended, the award recipient finalizes the appointment schedule and the entire national itinerary. The draft and final program books must be submitted according to the same schedule as Individual programs. ECA/PE/V Project Managers will discuss deadlines in the first conversation about the project.

Single Country (SCP) and Sub-Regional (SRP) Projects, IVLP Division

ECA/PE/V geographic branches are responsible for overseeing the development of SCPs and SRPs. Like Individual and ITT projects, these projects are usually initiated by the overseas missions. The difference between an SCP and an SRP is that the participants from an SCP come from the same country, while participants from an SRP come from two or more countries in the same region. The overseas missions submit detailed biographic information on each participant and program suggestions based on current mission strategic goals and interests of participants.

Work begins with a consultative session with the ECA/PE/V Project Manager approximately six to eight weeks prior to the group's arrival. ECA/PE/V Project Manager and the award recipient team members discuss program objectives, themes, and ideas for the national itinerary. Following this discussion, the award recipient must contact the Global Ties U.S. community-based members to discuss the availability of program resources to carry out the themes planned for each city and to determine whether the projected dates for the project are feasible. Using information provided by the local sponsors, a proposal must be submitted to the ECA/PE/V Project Manager at least one month before the program opening. Proposals for SCPs and SRPs must include a budget which outlines enhanced project costs for the benefit of the participants, such as van or bus transportation, modest honoraria for speakers, books or subscriptions, rental of conference rooms, and a working luncheon per guidance in the IVLP SOPs. Proposals are submitted according to due dates provided when projects are assigned and are typically 30 days prior to the program opening.

After the proposal has been approved or amended by ECA/PE/V the award recipient proceeds with project arrangements. The detailed draft program book must be submitted four business days before the program opening session. The final program book is due shortly before the project opening, in accordance with the deadlines indicated in the IVLP Standard Operating Procedures.

Regional Projects (RP), Inter-Regional Projects, and Multi-Regional Projects (MRP), IVLP Division

ECA/PE/V's geographic branches are responsible for developing an annual list of RPs, IRPs, and MRPs. For each RP, IRP, and MRP, an ECA/PE/V Project Manager prepares a one-to-two-page preliminary project summary (concept paper). The summary provides project dates and a general description, lists the foreign policy goals, specifies desired background of the participants, provides additional project guidance, and is the starting point for the project proposal. Approximately 10-12 weeks prior to a project start date, the award recipient attends a consultative meeting in person or by phone with the ECA/PE/V Project Manager to discuss project objectives, themes, types of participants, and ideas for the national itinerary. Proposals are submitted according to due dates provided when projects are assigned and are typically 60 -days prior to the program opening.

Proposals should include sub-themes for each U.S. community visit, beginning with an overview session in the first city and continuing with a logical progression of the main project theme in other communities on the itinerary. At some point during the project, participants on larger projects are often divided into subgroups for visits to different local sponsors. Proposals for RPs, IRPs, and MRPs must include a budget, which outlines enhanced project costs for the benefit of the participants, such as van or bus transportation, modest honoraria for speakers, books or subscriptions, rental of conference rooms, and a working luncheon per guidance in the IVLP SOPs. Award recipients are required to submit to ECA/PE/V Project Managers a draft program book. The draft program book is due six business days prior to the project opening day. The final program book is due

shortly before the project opening, in accordance with the deadlines indicated in the IVLP Standard Operating Procedures.

ECA/PE/V Project Managers often conduct a review and evaluation session with participants at the end of larger group projects. The participants' impressions and conclusions are shared with overseas missions. When requested, the award recipient Project Manager will attend the final evaluation session

IVLP On Demand Projects, IVLP On Demand Division
Candidates for IVLP On Demand projects are nominated using the same selection criteria as candidates for other projects. Their projects are distinguished by several important factors:

- IVLP On Demand projects are 2-10 days in length.
- Some IVLP On Demand participants come to the United States for other professional or personal reasons. IVLP On Demand projects are often coordinated before or after these other activities.
- Funding for IVLP On Demand projects differs from IVLP Division projects. Participants receive no financial assistance for their international travel, and some pay their own expenses during their U.S. project.
- The planning cycle is shorter for IVLP On Demand projects.
- A number of IVLP On Demand projects are arranged directly by the ECA/PE/V program staff rather than by an award recipient.

   Close consultation with the assigned ECA/PE/V Project Manager should occur as far in advance as possible for IVLP On Demand projects.

   The draft and final program book deadlines are similar to those for an IVLP Division individual project. ECA/PE/V Project Managers will discuss deadlines in the first conversation about the project.

Global Government-to-Government Partnership (G3P)

The Global Government-to-Government Partnership (G3P) is a 6 -12-month professional exchange program. Award recipients, in consultation with ECA/PE/V, will assist in ensuring appropriate cross-cultural training and cultural activities are implemented for each participant as well as help to develop a formal training plan that include specific goals and objectives for the exchange experience in the United States. While in the U.S., G3P participants travel to cities across the country to meet with leading organizations and thinkers in their respective fields. Program components include internship and job shadowing experiences; meetings with professional contacts; site visits; attendance at conferences; and language training. Upon completion, participants return home to play major roles in the development of their government and civil society, which often involves the publishing of major policy papers and the implementation of reforms in their respective fields.

Requirements for Past Performance References:
In addition to Letters of Endorsement, DOS will also use past performance as an indicator of an applicant's ability to successfully perform the work under the Institutional Capacity review criterion (Reference section E.1 Review Criteria). A separate and clearly labeled attachment of the proposal must contain any letters of endorsement and between three and five references who may be called upon to discuss recently completed or ongoing work performed for professional exchange programs (which may include the IVLP). The reference must contain the information outlined below.

At a minimum, applicants must provide the following information for each reference:
- Name of the reference organization
- Project name
- Project description
- Performance period of the contract, cooperative agreement, or grant
- Amount of the contract, cooperative agreement, or grant
- Technical contact person and telephone number for referenced organization
- Administrative contact person and telephone number for referenced organization.

The DOS may contact representatives from the organizations cited in the examples to obtain information on the applicant's past performance. The DOS also may obtain past performance information from sources other than those identified by the applicant.

Budget Guidelines: Applicants are required to submit a comprehensive line-item budget in accordance with the instructions in the Solicitation Package (Proposal Submission Instructions.) The submission must include a summary budget and a detailed budget showing all proposed costs. Proposed staffing and costs associated with staffing must be appropriate to the requirements outlined in the NOFO and in the Solicitation Package. Cost sharing is encouraged and should be shown in the budget presentation. Applicants must prove fiscal management integrity. Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

Detailed Budget:
Provide a detailed budget that includes only staffing and overhead expenses to implement the IVLP projects assigned during the FY 2023 fiscal year. Participant and programming expenses should not be included in the proposal's budget submission. Allowable costs for this budget submission include applicant's staff salaries, benefits, telephone, fax, printing, office supplies, overhead, etc. Please reference section D.13.a.

Budget submissions should include the types and numbers of projects and number of participants the applicant proposes to program each month covered by the award. The proposed workload should be included at the end of the Detailed Budget Submission and Additional Information to be submitted in SAMS Domestic and should reflect actual workload estimates for the fiscal year based on costs requested in the budget. This information will be used as a guide when negotiating the award amounts for the fiscal year and assigning projects. Any suggested preparation timeframes used as a guide for staff workload should be explained in the narrative section of your budget.

The budget must include:
- budget table
- budget summary
- narrative describing each expense

As much as possible, all overhead costs associated with the program (for supervision, financial management, etc.) are to be included in the proposal and should be controlled, reduced, or shared. The costs of support/central office in any parent agency (whether covered through an indirect costs' rate or as a direct cost) should be limited or cost shared to the extent possible and explained in the narrative.

Concrete plans to streamline operations covered by overhead and non-program staff functions should be described in proposal submissions. ECA is committed to containment of overhead expenses, consistent with

overall program objectives and sound management principles. Additional budget guidelines are explained in the Solicitation Package and the mandatory PSI.

The recipient is ultimately responsible for programming the specified or agreed upon number of participants in the final cooperative agreement. However, those numbers should be considered a floor and not a ceiling.

Organizations should view membership in Global Ties U.S. as a recommendation and not a mandate. Any membership dues paid to Global Ties U.S. should be considered a cost share by the organization and not part of the award. The budget proposal may include plans for award recipient staff members to attend the appropriate Global Ties U.S. national meeting in Washington, D.C., and for a percentage of staff to attend any scheduled training or other regionally based Global Ties U.S. events (e.g. Diplomacy Begins Here Summits) throughout the year.

Recipients must include in their budgets all fees related to providing per diem to all IVLP participants. All organizations should develop relationships to allow efficient distribution of M&IE preferably by debit card.

Recipients have two types of printing costs associated with IVLP administration, and the budget narrative should clearly explain the approach to printing. All printing related to general administration of the program should be adequately described in this budget proposal. However, if printing costs can be directly identified for a specific project, once assigned, they should not be included in this budget.

All transportation costs related to administration of the program (e.g. traveling to ECA for meetings, travel expenses to attend local program openings, or travel related to development of resources) can be included in this request and should be adequately described in the budget submission. All expenses related to any allowable project travel (e.g. an opening or evaluation outside of Washington, D.C.) should not be included in this proposed budget.

Staffing/Resumes/Personnel:
Applicants must include complete and current resumes of all individuals who will be working full-time on the IVLP. If individuals are not fulltime employees indicate the percentage of their time spent on the IVLP. Include any seasonal employees expected during the program year. A staffing list should include job titles, salary level, and years of service with the organization. Resumes should be included in the submission under Additional Information to Be Submitted in the SAMS Domestic. No resume should exceed two pages.

Please identify the individuals you have included in your staffing list that your organization designates as key personnel. Key personnel are those individuals who have direct responsibility for the cooperative agreement and whose absence directly effects the continuation or provision of services under the cooperative agreement.

During the course of your cooperative agreement, you will be required to obtain prior approval for any changes, prolonged absences, or significant adjustments for any individuals on this key personnel list. For more information reference section D.14.

A2. Substantial Involvement:
In a cooperative agreement, the Department is substantially involved in program activities above and beyond routine monitoring, as follows:

1. Coordinating the planning, implementation, and evaluation of all IVLP project types.

2. Approving project-related expenditures.

3. Coordinating collection, review, and dissemination of biographical and professional information for participants assigned to the award recipient through the IVLP Resource Center (IVRC).

4. Coordinating all communication with overseas missions and participants prior to the program opening session.

5. Maintaining a list of federal gatekeepers for all award recipients to utilize when programming at federal agencies.

6. Maintaining the IVLP Standard Operating Procedures (SOPs) to adhere to federal regulation, bureau policies, and the needs of the office.

Final project design must meet the U.S. Department of State's foreign policy goals, must be non-partisan in nature, and must highlight the diversity of opinions on the thematic issue. IVLP projects must conform to all Bureau requirements and guidelines.

A3. Non-Competitive Continuations:
Proposal narratives should include a commitment to implement the program for the base year, plus two additional non-competitive continuations, pending successful performance and the availability of funds. The narrative should focus on details specific to the implementation of the base year program, with the understanding that the program design, duration, and participant numbers would be similar when/if the subsequent two non-competitive continuations are exercised. ECA will perform an annual performance evaluation/review to determine if a non-competitive continuation will be exercised. Satisfactory performance and the availability of funds is a condition of continued administration of the program and execution of all non-competitive continuations.

B. Federal Award Information:

Type of Award: Cooperative Agreement. ECA's level of involvement in this program is listed under A. Program Description above.
Fiscal Year Funds: FY 2023 – $6,420,000 base year funding; FY 2024 – non-competitive continuation year-one $5,855,246, pending successful performance and the availability of funds; FY 2025 – non-competitive continuation year-two $5,855,246, pending successful performance and the availability of funds.
Approximate Total Funding: $18,130,492 This figure represents base year plus two Non-Competitive Continuation years, pending successful performance and the availability of funds.
Approximate Number of Awards: Up to four awards.
Approximate Average Award: $1,600,000, pending the availability of FY 2023 funding.
Floor of Award Range: $670,000, pending the availability of FY 2023 funding.
Ceiling of Award Range: $3,720,000, pending the availability of FY 2023 funding.
Anticipated Award Date: Pending the availability of FY 2023 funding, January 1, 2023.
Anticipated Project Completion Date: December 31, 2025. This date reflects the anticipated duration of the award – one base year plus two non-competitive continuation years.

Additional Information: Cooperative agreements will be awarded for a period of 12 months (base year) with Non-Competitive Continuations for two additional 12-month periods (non-competitive continuation years one and two). ECA will notify the recipient of its intention to exercise or not to exercise a Non-Competitive Continuation at least 90 days in advance of expiration of the current year after an internal evaluation of the

recipient's performance.   The decision to exercise a Non-Competitive Continuation will depend both on the satisfactory performance of the recipient and the availability of funds.

C. Eligibility Information:

C.1.   Eligible applicants: U.S. public and private academic and cultural institutions, exchange-of-persons, and other not-for-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3) may submit applications for this competition. Applicants must have nonprofit status with the IRS at the time of application. Please see the Proposal Submission Instructions (PSI) for additional information.

All applicants must also have a Unique Entity Identifier (UEI) number and be registered in SAM.gov (see additional information about this requirement in D.3. and D.5. below).

C.2.   Other Eligibility Requirements: The following additional eligibility requirements apply to this NOFO announcement:

> a.) ECA's grant guidelines require that organizations with less than four years of experience in conducting international exchanges be limited to $130,000 in ECA funding. ECA anticipates making up to four cooperative agreements, with a minimum award amount of $670,000, pending the availability of FY 2023 funds. Therefore, organizations with less than four years of experience in conducting international exchanges are ineligible to apply under this competition.

> b.) All proposals must comply with the requirements stated in the NOFO, and the Proposal Submission Instructions (PSI); non-compliance will result in your proposal being declared technically ineligible and given no further consideration in the review process.

> c.) Only one proposal will be considered by ECA from each applicant organization. In cases where more than one submission from an applicant appears in grants.gov, ECA will only consider the submission made closest in time to the NOFO deadline; that submission would constitute the one and only proposal ECA would review from that applicant.

> d.) All award recipients must have a Washington, D.C. area presence with a physical office and staff members located within the Washington D.C. area. Applicants who do not currently have a Washington, D.C. metropolitan area presence must include a detailed plan in their proposal for establishing such a presence by January 1, 2023. The costs related to establishing such a presence must be borne by the award recipient and no such costs may be included in the budget submission in this proposal.

> **Please note**: Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the Proposal Submission Instructions (PSI) document.

C.3.   Cost Sharing or Matching Funds: There is no minimum or maximum percentage of cost sharing required for this competition. However, ECA encourages applicants to provide maximum levels of cost sharing and funding in support of its programs. When cost sharing is offered, it is understood and agreed that the

applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with the Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution may be reduced in like proportion.

D. Application and Submission Information:

Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, ECA staff may not discuss this competition with applicants until the proposal review process has been completed.

D.1.   Solicitation Package Location: The entire Solicitation Package may be downloaded from the ECA's website at https://eca.state.gov/organizational-funding or from the Grants.gov website at https://www.grants.gov.

D.2.   Content and Form of Submission: Applicants must follow all instructions in the Solicitation Package, including the Proposal Submission Instruction (PSI) document, which consists of required application forms and standard guidelines for proposal preparation. The application should be submitted per the instructions under D.3p. "Application Deadline and Method of Submission" section below.

D.3.   Unique Entity Identifier Number: You are required to have a Unique Entity Identifier (UEI) number to apply for a grant or cooperative agreement from the U.S. Government. This number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a UEI number is easy and there is no charge. To obtain a UEI number, access http://www.dnb.com or call 1-866-705-5711. Please ensure that your UEI (Data Universal Numbering System or DUNS) number is included in the appropriate box of the SF – 424 which is part of the formal application package. For more detailed instructions for obtaining a UEI (DUNS) number, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

D.4.   Required Proposal Elements: All proposals must contain an executive summary, proposal narrative, budget, and budget narrative.

D.5.   Required Registration with the System for Award Management (SAM): All federal award applicants must be registered in the System for Award Management (SAM) database in order to submit a proposal in response to an open competition on Grants.gov.

All federal award recipients must maintain a current registration in the SAM database. Recipients must maintain accurate and up-to-date information in www.SAM.gov until all program and financial activity and reporting is completed on any issued award. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. There is no cost associated with registering or updating SAM.gov accounts. Failure to register in SAM.gov will render applicants ineligible to receive funding.

For more detailed instructions for registering with SAM, refer
to: https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html

D.6.   Federal Awardee Performance & Integrity Information System (FAPIIS): Prior to making a Federal Assistance award over $250,000, the Federal agency is required to review and consider any information about the applicant that is in FAPIIS (see 41 U.S.C. 2313) and accessible through SAM.gov. If an Applicant is currently in FAPIIS, they can comment on any information about its organization that a Federal awarding agency previously entered. The Federal awarding agency will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR §200.205 Federal awarding agency review of risk posed by applicants.

D.7.   Required Registration with SAMS Domestic: All ECA award recipient organizations and recipient contacts and signatories must be registered with the U.S. Department of State's SAMS Domestic by accessing https://mygrants.servicenowservices.com and clicking the "create an account" link. SAMS Domestic is the U.S. Department of State's grants management system and is supported by the Department's Integrated Logistics Management System (ILMS). Recipient organizations and recipient contacts and signatories that have previously used SAMS Domestic as a U.S. Department of State award recipient do not need to register again. If the organization is not able to access the system, please contact the ILMS Help Desk for help in gaining access.

Support for Recipient Organizations and recipient contacts and signatories is available 24 hours, 7 days a week (except federal holidays), and can be reached at 1-888-313-ILMS (4567) or through the ILMS Self Service Portal at https://afsitsm.servicenowservices.com/ilms/.

In the event the ILMS Help Desk is unable to provide you with assistance in a timely manner, please contact ECA_SAMSDomestic@state.gov and copy the program officer associated with the solicitation.

Please take into consideration the following information when preparing your proposal narrative:

D.8.   Adherence To All Regulations Governing The J Visa: ECA places critically important emphases on the security and proper administration of the Exchange Visitor (J visa) Programs and adherence by award recipients and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of the Exchange Visitor Programs as set forth in 22 CFR 62, including the oversight of Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

ECA will be responsible for issuing DS-2019 forms to participants in this program.

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at http://j1visa.state.gov or from:

Office of Private Sector Exchange Designation
U.S. Department of State
SA-5, Floor C2, Room C2L13
2200 C Street, NW

Washington, DC 20522

Please refer to Solicitation Package for further information.

D.9.   Diversity, Equity and Inclusion (DEI) and Freedom and Democracy Guidelines: Pursuant to ECA's authorizing legislation, "Diversity" should be interpreted in the broadest sense and encompass differences including race, color, national origin, sex, age, religion, geographic origin, socio-economic status, disability, sexual orientation or gender identity. Proposals should demonstrate how diversity, equity, and inclusion will enhance the program's goals and objectives and the participants' exchange experience. Proposals should demonstrate how the program will further engage diverse and underserved communities. Programs must maintain a non-political character and should be balanced and representative of the diversity of political, social and cultural life in the United States and abroad. Please refer to the "Support of Diversity, Equity, and Inclusion" review criterion of this document for more information on how this will be reviewed as a part of any application. Please also refer to the "Diversity, Equity, and Inclusion" section in the "Proposal Submission Instructions" document for specific suggestions on incorporating DEI into the proposal.

Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," ECA "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible.

D.10. **Program Monitoring and Evaluation (M&E)**
A performance monitoring framework is vital to tracking the performance and the direction, pace, and magnitude of change that result from ECA programs. This section pertains to performance monitoring in particular – as this type of monitoring is distinct from grants monitoring or other program monitoring discussed elsewhere in this solicitation. Performance monitoring is designed to assess progress against established goals and objectives across the Bureau and as established for each award.

For this proposal and the resulting award, ECA will implement the Exchanges IMPACT tool. Exchanges IMPACT enables IVLP participants to provide feedback about their exchange experience. Participants automatically receive project-specific surveys, which includes questions from ECA's Monitoring Data for ECA (MODE) Framework (https://eca.state.gov/impact/eca-monitoring-evaluation-learning-and-innovation-meli-unit/mode-framework-eca-applicants-and.). The survey questions are currently available in English, Arabic, Chinese, French, Russian, and Spanish. Information in the surveys helps the office continually review and improve the IVLP to ensure maximum impact.

Participants receive a survey 30 days before the project opening and a survey at the conclusion of the project. Participants on IVLP Virtual also receive a survey on virtual programming. They may access the survey on a mobile device or computer using a custom link. Participants receive automatic email notifications and reminders to complete the survey.

The applicant is responsible for ensuring that participant contact information is accurate and correctly inputted in the program database (IVRC). While ECA/PE/V has primary responsibility for ensuring that participants are aware of Exchange IMPACT, applicants should plan to support the process by ensuring that participants are aware of the post-project survey and encouraging their response to it.

PROGRAM PERFORMANCE M&E NARRATIVE

The applicant should include information within the program narrative section(s) of the proposal that outlines how the applicant intends to support the successful use of Exchanges IMPACT on all IVLP projects. This may include:

- An overview of resources available to the applicant that outlines the team structure and responsibilities surrounding performance monitoring.
- Details of when and how Exchanges IMPACT surveys will be advertised to participants – detailing strategies to ensure adequate survey response rates (https://eca.state.gov/files/bureau/eca_eval_division_survey_response_rates.pdf)
- An overview of proposed learning plan and feedback loops to ensure that the GO/GOR are informed on performance monitoring issues at regular intervals.

D.11. Virtual Exchange Component: When changing political, health, environmental, or other similar circumstances require a suspension or halt of in-person activities and where ECA determines that a virtual alternative is appropriate and viable, award recipients should demonstrate the ability and capacity to transition from in-person to virtual exchanges. Proposals should demonstrate the organization's capacity to provide innovative options for virtual activities to substitute for in-person engagement for program participants. Organizations should consider how they will implement virtual exchange activities, given the potential limits to internet access from participants in some locations and while continuing to advance foreign policy objectives and achieve lasting benefits for U.S. citizens and international participants.

In addition to planning for virtual exchange activities if in-person programming is prohibited, ECA welcomes innovative ideas on how organizations can leverage virtual programming technologies during or in addition to in-person programming. ECA encourages organizations submitting proposals in response to this solicitation to suggest one or more virtual exchange components to complement the in-person exchange. The virtual exchange component(s) could come before, during and/or after the physical exchange. The objective for the virtual exchange component(s) is to augment the impact of the in-person exchange described in this solicitation. ECA encourages organizations to propose virtual exchange ideas that take advantage of ECA's existing web and social networking platforms. Virtual exchange components would be coordinated with and approved by the ECA program office and U.S. missions abroad on a project-by-project basis.

D.12. Communications Guidance for ECA Recipients: All ECA Recipients must adhere to the requirements in ECA's Communications Guidance on the creation of program branding and attribution, websites, social media, and press.

D.13. Budget Format: Applicants must submit SF-424A – "Budget Information – Non-Construction Programs" along with a comprehensive budget for the entire program. There must be a summary budget, a detailed budget, and a budget narrative. Applicants may provide separate sub-budgets for each component, phase, location, or activity to provide clarification.

D.13.a. Allowable costs for the program include the following:
1) Staff Salaries and Benefits;
2) Office and Program Supplies;
3) Telephone and Communications;
4) Staff Travel and Per Diem (only for activities authorized by ECA/PE/V)
5) Automatic Data Processing Equipment Maintenance and IT Costs;
6) Indirect Costs.

7) Reasonable Accommodations

Please refer to the PSI for additional budget guidelines and formatting instructions.

D.14. Key Personnel: ECA recommends that the applicant identify intended key personnel positions via an asterisk (*) or other marking in the proposal budget, budget narrative, or a separate appendix. If not provided in the application, recipients must submit the names, titles, and brief biographical sketches of key personnel to the Grants Officer and GOR within 30 days of an award being issued. Additional information regarding key personnel requirements can be found in the State Department's Standard Terms and Conditions, VI. Recipient Responsibility and Compliance with Federal Requirements (link to: https://www.state.gov/about-us-office-of-the-procurement-executive/).

D.15. Non-Competitive Continuations: Pending successful performance and the availability of funds this award will utilize Non-Competitive Continuations as discussed above.

D.15.a. For competitions that will exercise a Non-Competitive Continuation applicants must submit:
- The SF-424A which must include the budget request amount for the base-year of the program.
- A detailed proposal narrative and budget for the base year of funding (Please refer to the Proposal Submission Instruction Document (PSI) for general budget guidance.). The narrative should also include a brief commitment to implement the program for the base year, plus one/two additional non-competitive continuation years, pending successful program performance and the availability of funds.
- An abbreviated/estimated summary budget presenting the total projected costs for the anticipated total duration of programming (base year, plus one/two non-competitive continuation years).

D.15.b. To exercise the Non-Competitive Continuation mechanism the recipient will be required to submit:
- Performance and financial reports on time.
- A request in writing to ECA at least 30 days in receipt of the NCC invitation.
- A summary budget that projects expenses through the end of the current year.
- A detailed budget outlining expenses for the requested non-competitive continuation year.
- A brief narrative to support the continuation of the award.

D.15.c. For awards using Non-Competitive Continuations, in addition to the Substantial Involvement for the Cooperative Agreement, the ECA Grants Officer and Program Officer will:

Closely monitor the recipient's performance through site visits, desk audits, mandatory performance and financial reports, consultations, and other forms of communication and dialogue before exercising additional non-competitive continuations. (Additional details regarding monitoring and oversight of the program by ECA representatives will be provided at the time the base-year award is made.)

Review and evaluate all quarterly or semi-annual program and financial reports;
- All program and financial reporting requirements must be current and up-to-date before ECA will exercise additional non-competitive continuations.
- Any/all concerns, issues, or modifications requested by the Grants Officer or Program Officer to the original program design or method of implementation must be responded to in writing.

- The ECA Grants Officer and Program Officer will review and advise of ECA's approval or disapproval of the response before issuing subsequent non-competitive continuations.

Prior Grants Officer approval is required to utilize the remainder from an unobligated balance from a prior funding period to the subsequent funding period. If the Grants Officer determines that some or all of the unobligated funds are not necessary to perform the program activity, the Grants Officer may decline the Recipient's request to utilize the remainder from the unobligated balance.

The Grants Officer may, at their discretion, use the unobligated balance to reduce or offset future funding for a subsequent funding period. An unobligated balance at the end of a funding period is not sufficient justification to utilize the remainder of funds. A final determination and approval to utilize the remainder of any funds will be communicated via a cost amendment with adjustment, if any, to new obligation amounts.

The request to utilize the remainder from an unobligated balance must include:

- A brief narrative why funds remain unobligated and how the unobligated funds will be used to complete the previously approved goals and objectives of the program; and,

- A detailed budget that reflects the amount of unobligated funds to date, and anticipated expenditures in the subsequent period of performance for all cost categories under the authorized budget.

D.16. Application Deadline and Method of Submission:
Application Deadline Date: Monday, July 18, 2022.
Method of Submission: Applications may only be submitted electronically through Grants.gov (https://www.grants.gov). Complete solicitation packages are available at Grants.gov in the "Search Grants" portion of the system.

D.17. Grants.gov Registration, Application Submission, and Receipt Procedures
Eligible organizations should follow the instructions available in the 'Get Started' portion of the site (http://www.grants.gov/web/grants/applicants/apply-for-grants.html).

D.17.a. How to Register to Apply through Grants.gov
Applicants should read instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines. Applicants should check with appropriate staff within their organizations immediately after reviewing this NOFO to confirm or determine their registration status with Grants.gov. Organization applicants can find complete instructions here: https://www.grants.gov/web/grants/applicants/organization-registration.html

D.17.b. How to Submit an Application to ECA via Grants.gov

For access to complete instruction on how to apply for Notice of Funding Opportunities on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/apply-for-grants.html

D.17.c. Grants.gov Support and Submission Issues
Direct all questions regarding Grants.gov registration and submission issues to:

Grants.gov Customer Support
Contact Center Phone:800 -518-4726
Business Hours: 24 hours a day, 7 days a week; closed on federal holidays
Email: support@grants.gov

D.17.d. Timely Receipt Requirements and Proof of Timely Submission
Applicants have until 11:59 p.m., Washington, DC time of the closing date to ensure that their entire application has been uploaded to the Grants.gov site. There are no exceptions to the above deadline. Applications uploaded to the site after the application deadline date and time will be automatically rejected by the Grants.gov system, and will be technically ineligible.

Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov.

Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant Authorized Organization Representative (AOR) will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ECA successfully retrieves the application from Grants.gov, Grants.gov will provide an electronic acknowledgement of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Please also be mindful of any Grants.gov generated error messages that may appear during the application process as they may result in some documents not transmitting correctly.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the "Applicant FAQs" section of the website. ECA strongly recommends that all potential applicants review thoroughly the Grants.gov website, well in advance of submitting a proposal through the Grants.gov system. ECA will not notify you upon receipt of electronic applications.

PLEASE NOTE: ECA bears no responsibility for applicant timeliness of submission or data errors resulting from transmission or conversion processes for proposals submitted via Grants.gov. Prior to submitting applications through Grants.gov, please ensure you meet all Grants.gov system and software requirements,

including Adobe software compatibility. You can verify if your version of Adobe software is compatible with Grants.gov, by visiting https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html.

It is the responsibility of all applicants submitting proposals via the Grants.gov web portal to ensure that proposals have been received by Grants.gov in their entirety, and ECA bears no responsibility for data errors resulting from transmission or conversion processes.

D.18. Intergovernmental Review of Applications: Executive Order 12372 does not apply to this program.

E.   APPLICATION REVIEW INFORMATION:

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas and State Department regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. All awards will be assessed for risk prior to their issuance. Final funding decisions are at the discretion of the U.S. Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards resides with the Bureau's Grants Officer.

E.1.   REVIEW CRITERIA:

Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered, and all carry equal weight in the proposal evaluation:

1. **Evidence of Understanding/Program Planning**: Proposals should convey that the applicant has a good understanding of the overall goals and objectives of the IVLP. Proposals should contain a detailed and relevant work plan that demonstrates originality, substance, and precision in developing projects, and be responsive to the requirements stated in this NOFO.

2. **Support of Diversity, Equity, and Inclusion (DEI):** Proposals should show substantive support of ECA's policy on Diversity. Proposals should demonstrate how DEI will be achieved in the different aspects of program administration and of program design, content and implementation, including individual participant recruitment, selection and placement. It is important that proposals have a clearly articulated DEI plan and not simply express general support for the concept of DEI. Proposals should demonstrate how DEI will enhance the program's goals and objectives and the participants' exchange experience. Proposals should demonstrate how the program will further engage diverse and underserved communities.

3. **Institutional Capacity:** Proposals should clearly demonstrate the applicant's capability for performing the type of work required by the IVLP and how the institution will execute activities to meet the goals of the program. Proposals must demonstrate that the applicant has an established resource base of programming contacts and the ability to keep this resource base continuously updated for Washington, D.C. metropolitan area-based meetings. The proposal should reflect the applicant's ability to design and implement, in a timely and creative manner, professional exchange programs which encompass a variety of project themes. The applicant must demonstrate the potential for programming IVLP participants

from all regions of the world. The proposal should demonstrate successful experience in conducting professional exchange programs similar in nature and magnitude to the scope of work outlined in this solicitation. Applicants must demonstrate how their organizations will effectively consult with Bureau Project Managers on a regular basis to ensure that the assigned projects will consistently meet program objectives. Proposals must demonstrate an institutional record of responsible fiscal management and full compliance with all reporting requirements.

4. **Performance Monitoring and Evaluation (M&E):** Proposals should include a performance M&E narrative in support of the use of Exchanges IMPACT, including advertising to participants, ensuring adequate response rates, and proposing feedback.

5. **Cost-effectiveness and Cost-sharing:** The overhead components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

F. Federal Award Administration Information

F.1. Award Notices: Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal ECA procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the ECA's Grants Division. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and transmitted to the recipient's responsible officer as identified in the application.

Unsuccessful applicants will receive notification of the results of the application review from the ECA program office coordinating this competition following the completion of the review process.

F.2 Administrative and National Policy Requirements: Terms and Conditions for the Administration of ECA agreements include the following: Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Effective December 26, 2014, replacing the previous circulars).

For a copy of the OMB Guidance cited, please contact the U.S. Government Publishing Office or download from the www.ecfr.gov website.

Please reference the following websites for additional information:

https://www.whitehouse.gov/omb
https://www.state.gov/m/a/ope/index.htm

F.3. Region and Topic Specific requirements: The following additional requirements apply to this project:

F.3a. Iran Programming: A critical component of current U.S. government Iran policy is the support for indigenous Iranian voices. The State Department has made the awarding of grants for this purpose a key component of its Iran policy. As a condition of licensing these activities, the Office of Foreign Assets Control (OFAC) has requested the Department of State to follow certain procedures to effectuate the goals of Sections 481(b), 531(a), 571, 582, and 635(b) of the Foreign Assistance Act of 1961 (as amended); 18 U.S.C. §§ 2339A

and 2339B; Executive Order 13224; and Homeland Security Presidential Directive 6. These licensing conditions mandate that the Department conduct a vetting of potential Iran grantees and sub-grantees for counter-terrorism purposes. To conduct this vetting the Department will collect information from grantees and sub-grantees regarding the identity and background of their key employees and Boards of Directors.
Note: To assure that planning for the inclusion of Iran complies with requirements, please contact Alistair "Ali" Baskey at 202-676-7053 or BaskeyAC@state.gov for additional information.

F.3b. Prohibition on the use of Federal Funds to Promote, Support, or advocate for the legalization or practice of Prostitution. The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. None of the funds made available under this agreement may be used to promote, support, or advocate the legalization or practice of prostitution. Nothing in the preceding sentence shall be construed to preclude assistance designed to ameliorate the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked.

The recipient shall insert the foregoing provision in all sub-agreements under this award.

This provision includes express terms and conditions of the agreement and any violation of it shall be grounds for unilateral termination of the agreement by the Department of State prior to the end of its term.

F.3c. Palestinian Authority, West Bank, and Gaza Programming All awards made under this competition must be executed according to all relevant U.S. laws and policies regarding assistance to the Palestinian Authority, and to the West Bank and Gaza. Organizations must consult with relevant Public Affairs Offices before entering into any formal arrangements or agreements with Palestinian organizations or institutions.

Note: To assure that planning for the inclusion of the Palestinian Authority complies with requirements, please contact Alistair "Ali" Baskey at 202-676-7053 or BaskeyAC@state.gov for additional information.

F.4. Reporting Requirements: You must provide ECA with an electronic copy of the following required reports:

Program Reports:

1. **For All IVLP Projects:** For evaluation and reporting purposes, the national program agency officer should maintain regular contact with the ECA/PE/V Project Manager during each project and report significant program accomplishments and/or difficulties. A two-to-three-page project evaluation report is required for all projects that include national program agency staff evaluation travel and must be forwarded no later than ten (10) business days after the project's conclusion. The report should outline the highlights of each segment, giving examples of successes and shortcomings of the project and any improvements that could be included in future projects. The report should be emailed to the appropriate ECA/PE/V Project Manager and to IVLPGrants@state.gov. While written reports are typically not required for projects that do not include national program agency staff evaluation travel, written reports may be submitted when warranted by events during the project, either at the initiative of the award recipient or at the request of the ECA/PE/V Project Manager.

2. **Other Materials**: Copies of all IVLP-related local sponsor program schedules, reports or comments, letters, press coverage and other materials should be emailed to the appropriate

ECA/PE/V Project Manager.

3.   **<u>Final Project Cost Reports for All Projects</u>**: Actual costs for all projects should be provided to the ECA/PE/V Project Manager as soon as possible, but not later than 60 calendar days after project completion. The cost categories for each project are the same as those on the project assignment.

National program agencies are **<u>NOT</u>** responsible for reporting on:
- International travel costs
- Expenses paid by U.S. missions.

National program agencies **<u>ARE</u>** required to report on the amounts expended for the following categories:
- Domestic Baggage Fees
- Cultural Allowance
- Educational Allowance
- Participant Domestic Transportation (InterCity)
- I/L Domestic Transportation (InterCity)
- IntraCity Transportation
- Other Costs
- Lodging
- Meals and Incidentals
- Reasonable Accommodation Allowance
- Subject Matter Expert Costs
- Group Enhancement Project Costs. Report to the appropriate ECA/PE/V/R Project Manager for SCPs, SRPs, RPs, and MRPs and to the appropriate ECA/PE/V/F Project Manager for IVLP On Demand projects.

Performance Progress and Federal Financial Reports:

1. Performance Progress Reports (PPRs) shall be required at a minimum annually and no more frequently than quarterly. Annual reports shall be due 120 calendar days after the cooperative agreement year; quarterly or semi-annual reports shall be due 30 days after the reporting period. (Frequency of these reports will be determined by the Grants Officer and Program Officer.) The complete report and supporting documentation must be uploaded by the Recipient as a *Post Award Activity* under the corresponding record for this Cooperative Agreement/Grant in the U.S. Department of State's SAMS Domestic.

2. The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the U.S. Department of Health and Human Services' Payment Management System (PMS). The electronic version of the FFR can be accessed at: http://www.dpm.psc.gov/. Once a financial report has been approved by the Department, the Recipient must upload the approved report to SAMS Domestic, in the same manner specified for the programmatic reports. Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Cooperative Agreements/Grants.

In the event you are having difficulty uploading reports and the ILMS help desk is not providing sufficient assistance, please email ECA_SAMSDomestic@state.gov.

3. A final program and financial report no more than 120 days after the expiration or termination of the award;

4. Because the Competition will allow for the exercise of Non-Competitive Continuations (NCC), applicants must submit program and financial reports on time. The due dates for these reports will be included in the cooperative agreement. The program and financial reports must demonstrate substantial progress by addressing progress towards the original approved goals and objectives, relative activities and events, and supporting fiscal data. The reports will be reviewed by both the assigned Grant Officer and Program Officer.

5. Quarterly Funding Projection Request: Program and administrative funding request are due approximately fifteen days following the end of the calendar year quarter, or otherwise requested from the ECA/PE/V program funding analyst. A funding projection template can be obtained by contacting Patricia Johnson, U.S. Department of State, Office of International Visitors, ECA/PE/V, SA-5, 3rd Floor, 2200 C Street, NW, Washington, DC 20037, (202) 632-3288 and fax (202) 632-9393, or by e-mail at JohnsonPA2@state.gov.

Award recipients will be required to provide reports analyzing their evaluation findings to ECA in their regular program reports. (Please refer to D.10. Program Monitoring and Evaluation information.) Other reports including but not limited to operating, statistical, and financial information relating to the program may be requested by ECA/PE/V.

All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to ECA upon request.

F.5.   GLOSSARY OF RELEVANT IVLP TERMINOLOGY

DOS Overseas Missions
Public Affairs Sections at the U.S. embassies and consulates handle public diplomacy activities including media relations and international exchanges. Each embassy prepares an annual plan, which identifies specific goals to be accomplished in the host country. The plans are usually organized around major foreign policy objectives such as national security, economic prosperity, American citizens, law enforcement, democracy and human rights, humanitarian response, global issues: environment, population, health; and mutual understanding. This plan is a starting point for proposing most IVLP projects. Responsibility for nominating all IVLP participants rests with the overseas missions.

ECA/PE/V Project Manager
ECA/PE/V Project Managers coordinate all planning, design, implementation, and evaluation phases of the projects and serve as liaisons with overseas missions. ECA/PE/V Project Managers approve all IVLP nominations submitted by missions. Throughout the development of the project the award recipient should maintain close contact with the appropriate ECA/PE/V Project Manager. The ECA/PE/V Project Manager responsible for the national program exercises final authority in approving project design, pace, itinerary, and budget within the parameters of the IVLP SOPs.

Interpreters and International Visitor Liaisons (I/Ls)
Interpreters and International Visitor Liaisons (I/Ls) are assigned to accompany groups and individuals. These individuals are professionals who are typically under contract with the Department of State's Office of

Language Services. The ECA/PE/V Project Manager responsible for the national program coordinates with the Office of Language Services for all assignments. I/L duties include interpreting during meetings and free time (interpreters only), facilitating contact with Americans, assisting with travel and program logistics, and bridging cultural gaps. I/Ls are the principal link with the participant during project travel. One I/L Per project will be required to submit a written report to the DOS at the conclusion of each project.

IVLP Resource Center (IVRC)
The IVLP Resource Center (IVRC) provides all program partners the opportunity to share information in the same system. This web-based application used by ECA/PE/V staff, NPAs and CBMs to access and manage IVLP participant, project, and budget data. NPA staff must make every effort to maintain accurate information for projects in the IVRC. The application also allows production of the national program book and other supporting documents generated directly into Microsoft Word and Excel.

Global Ties U.S.
Global Ties U.S. is a national network of individual and organizational members, national program agencies, and approximately 85 community-based members throughout the United States. These non-profit groups design and implement professional projects and provide cultural activities and home hospitality opportunities for IVLP participants in their communities. The DOS and program partners rely on the community-based members of Global Ties U.S. to develop and implement the itineraries throughout the country as local sponsors.

Global Ties U.S. Community-Based Members (CBMs)
The Global Ties affiliates or community-based members (CBMs) are predominantly nonprofit organizations with a 501(C)(3) designation that develop projects at the local level. Often these organizations are referred to as local sponsors.

National Program Agencies (NPAs)
IVLP projects are developed by private nonprofit organizations in Washington, D.C. called national program agencies. These organizations coordinate assigned projects based on themes proposed by ECA/PE/V or the DOS overseas missions. Organizations receiving cooperative agreements through the assistance award competition will become national program agencies.

Office of International Visitors (ECA/PE/V)
The Office of International Visitors, Bureau of Educational and Cultural Affairs, is divided into three divisions: IVLP, IVLP On Demand, and Community Resources. The IVLP and IVLP On Demand divisions are organized into geographic areas.

IVLP PROJECT TYPE	DESCRIPTION	DEFINITION	FUNDING SOURCE	PROPOSAL OR OUTLINE DUE DATE
IND	Individual	One person	Comes from one country and funding source	Variable
ITT	Individuals Traveling Together	Two to three people from a single country	Comes from one country; possibly differing funding sources	Variable
SCP	Single Country Project	Four or more people from a single country	Comes from one country; possibly differing funding sources. Enhancement funding available	30 days before project opening
SRP	Sub-Regional Project	Four or more people from different countries within a geographic sub-region	Comes from differing countries and possibly differing funding sources. Enhancement funding available	30 days before project opening
RP	Regional Project	Six or more participants from different countries within a geographic sub-region	Comes from differing countries and possibly differing funding sources. Enhancement funding available	60 days before project opening
IRP/MRP	Inter-Regional Project/Multi-Regional Project	Twelve or more participants from multiple regions of the world	Comes from differing countries worldwide. Enhancement funding available	60 days before project opening
G3P	Individual/Group	Global Government-to-Government Partnership (G3P) is a long-term project type for participants to train at government agencies. Selected due to their potential for leadership within their individual ministries	Could come from different countries, but currently only from Japan. Limited enhancement funding available	Variable

G.   Agency Contacts:

For questions about this announcement, contact: Patricia Johnson, U.S. Department of State, Office of International Visitors, ECA/PE/V, SA-5, 3rd Floor*,* 2200 C Street, NW, Washington, DC 20037, (202) 632-3288 and fax (202) 632-9393, or by e-mail at JohnsonPA2@state.gov or Tom Rathburn at (202) 632-9384 or email RathburnTG@state.gov.

All correspondence with the Bureau concerning this NOFO should reference the title and funding opportunity number listed at the top of this solicitation.

Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

H. Other Information:

Notice:
The terms and conditions published in this NOFO are binding and may not be modified by any ECA representative. Explanatory information provided by ECA that contradicts published language will not be binding. Issuance of the NOFO does not constitute an award commitment on the part of the Government. ECA reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards will be subject to periodic programmatic and financial reporting and evaluation requirements as outlined in the NOFO.

Lee Satterfield   May 6, 2022
Assistant Secretary for Educational and Cultural Affairs
U.S. Department of State